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**MILWAUKEE COUNTY EMS  
ADMINISTRATIVE POLICY  
FORCING ECG FILES TO THE  
FTP SERVER**

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**POLICY:** ECG files not automatically forwarded to the FTP server during the daily-automated upload must be manually “forced” to the server.

Procedure should be performed by administrative staff, as records could be lost in this process.

Files are stored on the station desktop in one of two folders:

1. All Users/Shared Documents/Zoll Data – these files are automatically forwarded to the FTP server on a daily basis. The folder should only contain files uploaded to the desktop within the previous 24-hours. Older records must be manually “forced” to the server.
2. All Users/Shared Documents/ECG Archive - all ECG files are archived in this folder.

